

**U.S. EMBASSY
JOB OPPORTUNITY**

POSITION TITLE: Visa Clerk (Starting basic salary QRs. 75,359 per annum)

DUTIES: Assists section staff in daily office operations, to include making copies of documents, organizing/maintaining records and files, drafting letters and memoranda. Assists in the prescreening and processing of documentation for all types of Non-Immigrant visa applications. Serves as main receptionist for the section for intake of telephone and email, general enquiries for information. Assists in entering visa applications data into the computer database for review and action by appropriate staff. Performs other related duties as assigned.

QUALIFICATIONS REQUIRED: Completion of secondary school education is required. A minimum of two years of progressively experience in consular or similar area including customer service and/or regulatory or legal affairs required. Fluent English and fluent Arabic, Tagalog, Hindi or Urdu required. Intermediate to advanced knowledge of office operations including typing, filing, and answering telephones required. Ability to work under pressure required. Ability to apply good judgment in evaluating evidence and to apply relatively complex regulations correctly required. Computer skills in office applications software required.

SEND your application and resume in English along with a copy of your education certificate by fax to (974) 496-6769 **OR** (974) 488-4298, attn: Human Resources Office on or before
April 20, 2009.

MUST BE ABLE TO OBTAIN RELEASE LETTER